Office of the City Manager

City of Auburndale
AUBURNDALE, FLORIDA 33823

P.O. Box 186
(863) 965-5530
Email: cmo@auburndalefl.com

COMMUNITY REDEVELOPMENT AGENCY MEETING
November 16, 2026 – 6:00 PM
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Tim Pospichal, Chair

ROLL CALL – Brandon Henry, City Clerk

APPROVE CRA MINUTES – Regular Meeting – 8/17/2026

ANNOUNCEMENTS – Amy Palmer, Deputy City Manager

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. CRA RESOLUTION 2026-01 - APPROVAL OF CRA FY 2025-2026 BUDGET AMENDMENT
2. PRESENTATION OF PROPOSALS – DOWNTOWN MASTER PLAN
3. PRESENTATION OF CRA YEARLY CALENDAR

Ref. F.S. 286: If an individual decides to appeal any decision made by the City Commission with respect to this meeting, a verbatim transcript may be requested. If so, the individual should make provision for a transcript to be made at the meeting. Persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk no later than five days prior to the proceeding at 968-5133.

Community Redevelopment Agency Meeting
November 16, 2026

AGENDA ITEM 1: CRA RESOLUTION 2026-01 - APPROVAL OF FY 2025-2026 CRA BUDGET AMENDMENT

____INFORMATION ONLY

__X__ACTION REQUESTED

ISSUE: The Community Redevelopment Agency Board will consider a Resolution amending the FY 2025-2026 CRA Budget.

ATTACHMENTS:

. CRA Resolution 2026-01 - Proposed CRA Budget Amendment for FY 2025-2026

ANALYSIS: In accordance with Florida Statutes, adopted auditing practices, and with the recommendation of the City's Auditor, the CRA Board needs to approve an amendment to the FY 2025-2026 Annual Budget to properly appropriate revenue and expenditures. Events occur during each fiscal year, which were not anticipated at the time of budget approval. The proposed Budget Amendment amends the CRA's FY 2025-2026 Annual Budget to reflect the collection of unanticipated revenue and appropriation for unanticipated expenditures.

Staff will present the attached budget amendment to the CRA Board.

STAFF RECOMMENDATION: Approval of CRA Resolution 2026-01 amending the FY 2025-2026 CRA Budget.

Community Redevelopment Agency Meeting
November 16, 2026

AGENDA ITEM 2: PRESENTATION OF PROPOSALS – DOWNTOWN MASTER PLAN

____INFORMATION ONLY

__X__ACTION REQUESTED

ISSUE: The Community Redevelopment Agency will consider proposals from firms to complete the Downtown Master Plan.

ATTACHMENTS:

. Request for Proposals

ANALYSIS: Auburndale CRA's 5 year Capital Improvement Plan includes several park projects - a splash pad, skate park, dog park, pickleball courts, and a streetscape - that are planned on several City-owned properties - the old Miss Auburndale Softball property (Bennett and Robinson), the Polk Street property (tennis courts), and the Howard Street property.

The CRA is seeking the services of a consulting firm to complete a Master Plan for these projects. The intent of the Master Plan is to determine the feasibility and ideal location for each project, create conceptual site layouts with color renderings, and determine a phasing schedule and conceptual budgets for each project.

The Request for Proposals (RFP) for a Master Plan was advertised in The News Chief on September 11, 2026, placed on the City's website, and emailed to three (3) consulting firms. On October 9, 2026, the City received the following bids:

Urban Delta	$35,350
Catalyst Design Group	**$63,400**
Inspire Placemaking	$67,500
Ayres Associates	$87,125
Land Design, Inc.	$119,500
Kimley Horn & Associates	$131,405
Dix.Hite & Partners	$183,180

City Staff recommends awarding the contract to Catalyst Design Group in the amount $63,400 to complete the Master Plan. Catalyst Design Group added value to the Master Plan proposal by adding specialized expertise to their team in the form of professionals who design and build pickleball courts, splash pads, and skate parks. Funding for the Master Plan was planned in the CRA's previous FY 2025-2026 Budget and will be expended this fiscal year.

STAFF RECOMMENDATION: Award the contract to Catalyst Design Group in the amount $63,400

Community Redevelopment Agency Meeting
November 16, 2026

AGENDA ITEM 3: PRESENTATION OF CRA YEARLY CALENDAR

____INFORMATION ONLY

__X__ACTION REQUESTED

ISSUE: The Community Redevelopment Agency Board will be presented with a yearly calendar.

ATTACHMENTS:

. CRA Calendar

ANALYSIS: City Staff will present a calendar to assist the Board members with future CRA activities. The 2027 calendar represents the same meeting schedule that was presented in 2026.

STAFF RECOMMENDATION: Accept the CRA yearly calendar.